



County of Los Angeles  
**CHIEF ADMINISTRATIVE OFFICE**

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DAVID E. JANSSEN  
Chief Administrative Officer

Board of Supervisors  
GLORIA MOLINA  
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January 17, 2006

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**REQUEST FOR DELEGATED AUTHORITY  
TO NEGOTIATE AND ADMINISTRATIVELY CONSUMMATE  
MINOR LEASES FOR VARIOUS DEPARTMENTS  
(ALL DISTRICTS) (3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Delegate the authority to the Chief Administrative Office (CAO) to negotiate and consummate the minor leases shown on Exhibit A for various County Departments.
2. Find that the proposed leases are categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Class 1, Section r, of the Environmental Document Reporting Procedures and Guidelines adopted by your Board.
3. Approve these projects and authorize the CAO and the Department involved to implement the projects.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the proposed action will allow the CAO to administratively extend/renew minor leases for a period not to exceed three years and will provide County departments with continued housing arrangements at their current locations.

Pursuant to the authority granted under County Code Section 2.08.159, the CAO may consummate all minor leases administratively. Minor leases are defined as having a term of no more than three years and a cost not to exceed \$7,500 per month. However, while the CAO has the authority to execute new minor leases, County Counsel has opined that a re-lease of the same facility requires Board approval. Therefore, the recommendations proposed herein will provide for more efficient processing of these minor lease renewals and obviate the need for Board approval for renewal of each of the attached 44 leases.

### **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

The Countywide Strategic Plan directs that we improve the workplace environment in order to enhance quality and productivity (Goal 2, Strategy 2) and that we strengthen the County's fiscal capacity (Goal 4). In this case, we are authorizing and consolidating multiple departmental functions, when it is found to be appropriate, and housing some subvented programs in leased space, in accordance with the Strategic Asset Management Principles.

### **FISCAL IMPACT/FINANCING**

Since all the facilities involved are currently subject to existing leases, it is anticipated that there will be little fiscal impact, if any, from the proposed re-leases. The impact will result only from small increases in the rental rates negotiated, if any. A further limitation is that the rental rate cannot exceed \$7,500 per month. If the lease cost exceeds \$7,500 per month, the CAO will submit a lease recommendation to your Board for consideration.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On March 4, 2003, March 30, 2004, and January 18, 2005, your Board approved similar delegated authority recommendations submitted by the CAO to negotiate and consummate minor leases. The proposed recommendations will be applicable to the 44 leases shown on Attachment A, which are either on a month-to-month tenancy, due to expire during the calendar year 2006 or within the first quarter of 2007 provided the impacted departments indicate a desire to stay at the current facility. New leases with the same term and rental rate limitations, at a different facility, will continue to be covered by County Code Section 2.08.

The leases shown on Attachment A will be approved by the CAO only under the following conditions:

- The departments involved will be required to provide sufficient justification of their continued need for the space to the CAO, and the CAO will need to find that the renewal of the existing lease is the best course of action.
- The facilities involved will have to meet the criteria for seismic integrity set by the Department of Public Works to be suitable for County occupancy.
- The proposed leases will become effective upon approval and execution by the CAO.
- The proposed leases are too small for child care facilities to be incorporated.
- The proposed lease may contain a rental adjustment provision, if any, to be based on the Consumer Price Index, provided any adjustments will not cause the lease to be for a monthly rental cost greater than \$7,500 per month.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The CAO believes that the proposed recommendations are in the best interest of the County by providing a mechanism to obtain necessary space for the various County requirements in a more efficient manner. The CAO will consummate these leases only if, upon review, they are found individually to be in the best interest of the County.

Some of the facilities shown have additional existing County lease(s). To the extent possible, the CAO will consolidate these leases into one agreement, and if it exceeds the administrative limitations, a recommendation will be brought to your Board for consideration.

The Honorable Board of Supervisors  
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**NEGATIVE DECLARATION/ENVIRONMENTAL IMPACT REPORT**

Since all the leases shown on Attachment A are in essence re-leases, these projects are exempt from CEQA pursuant to Class 1, section r, of the Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, and Section 15061 (b) (3) of the State CEQA Guidelines.

Respectfully submitted,



DAVID E. JANSSEN  
Chief Administrative Officer

DEJ:WLD  
CEM:MS:lis

Attachment (1)

c: County Counsel  
Auditor-Controller  
All County Departments Indicated

Minor Leases 2006 BdI

Exhibit A

Minor Leases Due – Calendar Year 2006/2007

DEPARTMENT	ADDRESS	CITY	FIRM NO.	LEASE NO.	START DATE	END DATE	MONTHLY RENT	ADDITIONAL LEASES
Sheriff	4200 Shirley Avenue, Trap Program	El Monte	97837	L-0404	11/16/1994	11/15/1995	\$1.00 Over Term	None
Sheriff	2934 East Garvey Avenue, Suite 235	West Covina	97702	L-0500	11/01/1996	10/31/1999	\$1,798.00	2
Public Social Services	978 N. Lake Avenue Pasadena GROW All-Purpose Assembly Room	Pasadena	97244	L-0775	08/16/2001	02/15/2002	\$1,000.00	None
Sheriff	25930 North The Old Road Valencia Storefront Sub-station	Stevenson Ranch	97685	L-0632	07/01/1999	06/30/2002	Gratis	None
Parks & Recreation	19150 Placerita Canyon Road Park Playground, Special Use Permit	Newhall	98433	P-009	06/01/1990	12/31/2004	\$195.00	9
Superior Court	1772 Labaig Avenue Hollywood Court Parking for 5925 Hollywood Boulevard	Hollywood	97557	L-0829	02/01/2003	01/31/2006	\$1,133.00	None
Parks & Recreation	14812 Stanford Ave. & Rosecrans Avenue, Roy Campanella Park (Ground Lease)	Compton	98421	P-41059	03/01/1960	02/28/2006	\$1.00 Annually	5
Public Social Services	416 North Garey Avenue General Relief Job Skills (GROW Program)	Pomona	97160	L-0831	03/01/2003	02/28/2006	\$5,500.54	None
Mental Health	11600 Eldridge Avenue Countywide Co-Occurring Disorders Program Office #5 & #6	Lakeview Terrace	98033	L-0932	03/31/2005	03/30/2006	\$496.00	None
Mental Health	506 East Fairview Avenue, Unit A Transitional Housing Space	San Gabriel	98114	L-0830	04/01/2003	03/31/2006	\$2,060.00	None
Public Social Services	43770 15th Street West, Suites 185, 270, 280 & 290, GAIN Program	Lancaster	97479	L-0835	05/01/2003	04/30/2006	\$6,432.00	None
Sheriff	15155 Garfield Boulevard TRAPP Program	Paramount	97889	L-0837	05/01/2003	04/30/2006	\$1,500.00	None
Sheriff	13837 W. Fiji Way Marina Station Parking Lot	Marina Del Rey	97749	L-0623	05/04/1999	05/03/2006	\$1,608 Annually	1
Board of Supervisors	1113 W. Avenue M-4 5th District Antelope Valley Field office	Palmdale	98738	L-0841	05/16/2003	05/15/2006	\$1,934.50	None
Parks & Recreation	27401 Lake Hughes Road Sign Monument Display - Acct. No. 1883	Castaic	98408	P-0946	07/01/2005	06/30/2006	\$250.00 Annually	9
Alternate Public Defender	303 N. Maclay Avenue	San Fernando	97649	L-0847A	07/24/2003	07/23/2006	\$1,859.87	1
Alternate Public Defender	1501 West Cameron Ave., Building C, #230	West Covina	97540	L-0852	08/01/2003	07/31/2006	\$1,108.09	None
Parks & Recreation	24151 North San Fernando Road William S. Hart Park	Santa Clarita	98412	L-0848	08/01/2003	07/31/2006	\$720.00 Annually	9
Sheriff	2239 East Garvey Avenue North (NORSAT)	West Covina	97716	L-0703	08/01/2003	07/31/2006	\$2,793.55	None
Board of Supervisors	3400 Aerojet Avenue, Suite 240 Field Office	El Monte	98718	L-0850	08/14/2003	08/13/2006	\$4,399.30	8
Fire Department	26201 Golden Valley Road, Temporary Station 104 (Ground Lease)	Santa Clarita	98345	L-0851	08/15/2003	08/14/2006	\$1.00	2
Chief Administrative Office	222 South Hill Street, Suite 660 & 670, Service Integration Branch	Los Angeles	98801	L-0853	09/02/2003	09/01/2006	\$3,502.66	2

DEPARTMENT	ADDRESS	CITY	FIRM NO.	LEASE NO.	START DATE	END DATE	MONTHLY RENT	ADDITIONAL LEASES
Public Social Services	43424 Copeland Circle IHSS	Lancaster	97172	L-0858	10/01/2003	09/30/2006	\$2,756.00	1
Board of Supervisors	1199 S. Fairway Drive, Suite 111 4th District Office	Rowland Heights	98691	L-0859	10/11/2003	10/10/2006	\$2,026.14	None
Probation	7100 Van Nuys Boulevard, Suite 206 Juvenile Probation	Van Nuys	97558	L-0857	10/24/2003	10/23/2006	\$2,565.00	1
Fire Department	Coast Guard Integrated Support Command, Bay Watch Reservation Point Modular Trailer & Moorage Space	San Pedro	98354	L-0799	11/01/2001	10/31/2006	Gratis	1
Agricultural Commissioner Weights and Measures	1320 Olympic Boulevard, Suite 216	Los Angeles	98276	L-0686	11/07/2003	11/06/2006	\$1,183.60	None
Children & Family Services	3101 East Carson St. Lakewood Country Club - Parking lot	Lakewood	99019	L-0718	01/01/2004	12/31/2006	\$2,000.00	None
Internal Services Department - Information Technology Services	30950 Hawthorne Boulevard Point Vicente Communication Site Emergency Medical Services	Rancho Palos Verdes	98181	L-0888	01/01/2004	12/31/2006	Gratis	1
Internal Services Department - Information Technology Services	Mount Disappointment Microwave Radio Site	Mount Wilson	98141	L-0920	11/01/2004	12/31/2006	Gratis	9
Parks & Recreation	1418 Descanso Drive Eagle Bell R/W Water Pipeline Area	La Canada Flintridge	98511	L-0787	01/01/2002	12/31/2006	\$1,043.00 Annually	9
Sheriff	785 Edison Avenue TRAP Program	Long Beach	97778	L-0756	05/01/2004	12/31/2006	Gratis	None
Agricultural Commissioner Weights and Measures	5600 Century Boulevard LAX Inspections Air Freight Building No. 1 (NBL-3000)	Los Angeles	98214	L-0870	01/15/2004	01/14/2007	\$1,840.00	3
Alternate Public Defender	1055 Wilshire Blvd., Suite 850	Los Angeles	97458	L-0790	02/01/2002	01/31/2007	\$11,719.50	None
Mental Health	1341 North Vine Street Hollywood Clinic Parking for 1224 Vine Street	Hollywood	98138	L-0871	02/09/2004	02/08/2007	\$900.00	None
Chief Administrative Office	440 First Street, NW, Intergovernmental Relations	Washington	98800	L-0604	12/01/2003	02/10/2007	\$3,449.46	None
Children & Family Services	350 Long Beach Boulevard Independent Living (YOC)	Long Beach	99025	L-0874	03/01/2004	02/28/2007	\$1,000.00	3
Public Library	35119 80th Street East Littlerock Library	Littlerock	98867	L-0873	03/01/2004	02/28/2007	\$1,840.00	None
Board of Supervisors	21949 Plummer Street Fifth District Office	Chatsworth	98696	L-0875	03/15/2004	03/14/2007	\$2,992.22	None
Fire Department	15660 East Stafford Street Fire Prevention Bureau	City of Industry	98373	L-0876	03/15/2004	03/14/2007	Gratis	None
Fire Department	6167 Bristol Parkway, Suite 220, Hazardous Material (ACCT #1040-010750)	Culver City	98374	L-0885	03/25/2004	03/24/2007	\$5,423.44	1
Children & Family Services	10750 Laurel Avenue, Building 2, Office G & J Community Resource Center	Whittier	98984	L-0878	04/01/2004	03/31/2007	Gratis	1
Fire Department	Two Harbors Fire Station No. 155	Catalina	98253	L-0879	04/01/2004	03/31/2007	Gratis	2
Fire Department	318 Whitley Avenue, Unit A Avalon Lifeguard Baywatch Office/Housing	Avalon	98254	L-0880	04/01/2004	03/31/2007	\$2,500.00	None